University Enterprises, Inc.
SACRAMENTO STATE
Research Administration and **Contract Administration**
6000 J Street (Modoc Hall, Room 2010), Sacramento, CA 95819-6111
(916) 278-7565 www.csus.edu/research

FACULTY/STAFF AGREEMENT

Last Name | First Name | MI

Social Security Number

Street Address

Telephone

City | State | Zip

Affiliation	Status	Action
Faculty	9 Mo	New
FERP Faculty	12 Mo	Change
Staff (Exempt)		Delete

FERP Faculty: Please contact University HR to discuss working on overload as it pertains to you.

Retired Faculty: Do not use this form. Check with your UEI account administrator for further action.

ACCOUNT NUMBER	OBJECT CODE	DEPARTMENT	EFFECTIVE DATE	END DATE	UNIVERSITY SALARY (Annual / 12)	FTE % Enter as a decimal	Hourly Rate
PROJECT TITLE			BRIEF DESCRIPTION OF SERVICES				

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Applicant: **If you have not been paid this calendar year by University Enterprises, please send a W-4 with this form.**

Applicant agrees 1) to perform all assignments as required pursuant to his/her employment with Sacramento State University while performing the services described above, and 2) that said services will not exceed 25 percent effort above Sacramento State University assignments. Applicant understands that University Enterprises, Inc., is not a civil service employer and that employment is contingent upon available funding.

Applicant (Faculty/Staff) Date

The additional employment described above conforms with institutional and/or funding agency rules and policies for which I have responsibility.

Project Director Date

Department Chair Date

Dean Date

UEI Account Administrator Date

Director, Post Award / Contract Administration Date

Distribution: Project Director HR/Payroll RA/CA

Rev 02/2007